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Job details

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Bulletin Number 36313BR

Type of Recruitment Transfer Opportunity

Department Mental Health

Position Title INTERMEDIATE TYPIST-CLERK

Filing Type Standard

General Information ****DO NOT APPLY ONLINE****
Interested applicants should submit their resume, last two performance evaluations, and last two calendar years' time history records by **Friday, May 23, 2014**, to:

Camelia Elias

Office of the Medical Director
550 South Vermont Avenue, 10 th Floor, Los Angeles,
CA 90020

Email directly to: celias@dmh.lacounty.gov

Phone: (213) 351-7267, Fax: (213) 738-4646

Requirements All interested permanent County of Los Angeles employees who have passed their initial probationary period and currently hold the payroll title of **Intermediate Typist-Clerk**.

Desirable Qualifications

- Strong oral and written communication skills. Ability to prioritize and multi-task.
- Excellent self-starter with strong follow-through and organizational skills.
- Responsiveness, flexibility, and ability to work within short and sometimes unanticipated deadlines.
- Strong interpersonal skills; ability to work independently and as a member of an interdisciplinary team.
- Ability to effectively interact with all levels of staff within the Department of Mental Health, other County departments, agencies, and the public.
- Proficient in Microsoft Outlook, Word, Excel,

Access, PowerPoint, and Visio.

Duties

- Provides clerical support to the Office of the Medical Director's (OMD) staff, including typing correspondence/reports, charts/spreadsheets, arranging meetings, preparing travel requests and other online service catalog requests, photocopying and faxing, picking up and distributing mail, organizing and maintaining office files and electronic records, and processing documents according to procedures.
- Prepares and finalizes documents, including correspondence, memoranda, spreadsheets, and charts.
- Ensures that all materials submitted for signature/approval have been proofed for completeness and accuracy and that all relevant information, attachments, clearances, and signatures are included.
- Gathers data for general information purposes or special reports, contacting other departments, employees, agencies, and individuals for additional material as necessary, and prepares reports upon request.
- Tracks staff assignments and monitors completion dates and compliance with deadlines.
- Takes care of day-to-day inquiries, problems, and operating details.
- Provides clerical back-up coverage, whenever needed, within OMD.
- Works on special assignments, as needed.

Vacancy Information

The vacancy is located at DMH's Office of the Medical Director, 550 S. Vermont Avenue, 10 th Floor, Los Angeles, CA 90020.

This position is on a 9/80 work schedule, Monday through Friday.

Available Shift

Day

Contact Name

Camelia Elias

Contact

213-738-4646

Phone

Contact Email celias@dmh.lacounty.gov

Job Field Clerical

Job Type Administrative Support

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